If your organization’s form of payment is a check, please make sure that your check is written correctly in all fields included on the check.

1. Make sure that the date is correct.
2. Name of recipient being paid.
3. Place the full amount of the payment being made here.
4. Written amount of payment must match amount in box #3.
5. Purpose of the check/memo.
6. Do not forget to sign your name here.